

MEMORANDUM

STATE OF ALASKA
Department of Transportation & Public Facilities
Alaska Marine Highway System

To: **Master M/V Matanuska**

Date: **February 16, 2021**

From: **Captain Kevin Staples**
Port Captain

Telephone: **(907) 228-7283**

Subject: **Transition Memorandum**
Operation to Overhaul to Layup
Amendment #7

***** TRANSITION *****

1. The M/V Matanuska will end revenue service in Ketchikan on Sunday, 04 October 2020 with "A" crew onboard.
2. If the vessel is transiting outside of their normal area of operation, ensure the appropriate OSRO e.g. Chadux, SeaPro or WSMC is notified.
3. Sea watches will break at Noon on Sunday, 04 October 2020 and the vessel will enter Overhaul status at Vigor Industrial Shipyard in Ketchikan.
4. The appropriate IT Work Request will be submitted to ensure continuity of computer services during the overhaul period.
5. IBU crews will work 8.4 hour days, five consecutive with two days off during overhaul. MM&P will work 12 hour days on a 2x2 schedule. MEBA work schedule will be in accordance with MEBA CBA, unless a LOA is signed to address an alternate work schedule.
6. Crew members will receive meal and lodging per diem, if applicable, when the vessel is unable to provide those services per respective bargaining agreements, as determined by the Operations or Engineering Manager.
7. Meal services will end following the evening meal on Tuesday, 13 October 2020.
8. It is anticipated that lodging will continue onboard until Friday, 16 October 2020. Eligible crew will move to the M/V Columbia for lodging only beginning 16 October 2020.
9. A reduction in MM&P manning will occur on Sunday, 11 October 2020 as indicated.
10. A reduction in IBU manning will occur on Friday, 16 October 2020 as indicated.
11. A reduction in IBU manning will occur at close of business on Friday, 30 October 2020 as indicated.
12. An increase in IBU manning will occur on Saturday, 31 October 2020 as indicated.

13. All Passenger Services crew assigned to vessels in Ketchikan shipyard shall coordinate their efforts to cover duties and support the vessel designated as hotel ship.
14. The Matanuska will serve as hotel ship for eligible crew, providing lodging only, TBD
15. A reduction in IBU manning will occur at close of business on Friday, 27 November 2020 as indicated.
16. An increase in IBU manning will occur on or about Monday, 30 November 2020 as indicted.
17. ***The scheduled December 6, 2020 reductions for MEBA and December 11, 2020 reduction for IBU engine manning have been cancelled and crew will be retained due to shifting OH.
18. The Matanuska will cease serving as hotel ship for other vessels on or around Monday, 25 January 2021.
19. An increase in IBU manning will occur on Monday, 25 January 2021 as indicated.
20. Meal service will resume with the Breakfast meal on Thursday, 28 January 2021.
21. An increase in MM&P manning will occur on Sunday, 31 January 2021 as indicated.
22. An increase in IBU manning will occur on Saturday, 06 February 2021 during COVID mitigation as indicated.
23. A mechanical issue has developed causing a delay in the return to service. New sailing schedule is TBD.
24. The vessel will remain in yard status and sea watches will not be set until further notice.
25. The IBU crew change of 2/14/2020 and 2/15/2020 is cancelled. Further crew changes TBD.
26. Sea watches will be set at noon on Wednesday, 24 February 2021.
27. Revenue service is expected to resume southbound on Wednesday, 24 February 2021.
28. A Pilot will be added prior to departure on Wednesday, 24 February 2021.
29. The first IBU crew change will be to "B" crew as follows. This will be the start of the 2x2 crew change rotation per LOA 21-II-134.

Sunday	2/28/2021	Ketchikan
Monday	3/1/2021	Juneau

*****MANNING*****

1. Winter Manning levels:

Deck	Engine	Stewards	Pursers
1 Master	1 Chief Engineer	1 Chief Steward	1 Chief Purser
1 Pilot	1 1/A Engineer	1 2nd Steward	1 Sr. Purser
1 Chief Mate	1 2nd/A Engineer	1 Storekeeper	1 Jr. Purser
1 2nd Mate	2 3rd/A Engineers	1 Chief Cook	
1 3rd Mate	1 Junior Engineer	2 2nd Cooks	
1 Extra Mate	2 Oilers	2 A/2nd Cook	
1 Bos'n	1 Wiper	1 Head BR	
4 Able Bodied Seamen		2 Mess Stewards	
2 Ordinary Seamen		1 Cashier	
2 O/S Porters		1 Dishwasher	
2 Watchmen		1 Night Utility	
		6 Stewards	

2. Decrease MM&P levels Sunday, 11 October 2020 to:

Deck	Engine	Stewards	Pursers
1 Master	1 Chief Engineer	1 Chief Steward	1 Chief Purser
1 Chief Mate	1 1/A Engineer	1 2nd Steward	1 Sr. Purser
2 Mates	1 2nd/A Engineer	1 Storekeeper	1 Jr. Purser
1 Bos'n	2 3rd/A Engineers	1 Chief Cook	
4 Able Bodied Seamen	1 Junior Engineer	2 2nd Cooks	
2 Ordinary Seamen	2 Oilers	2 A/2nd Cook	
2 O/S Porters	1 Wiper	1 Head BR	
2 Watchmen		2 Mess Stewards	
		1 Cashier	
		1 Dishwasher	
		1 Night Utility	
		6 Stewards	

3. Decrease IBU manning levels Friday, 16 October 2020 to:

Deck	Engine	Stewards	Pursers
1 Master	1 Chief Engineer	1 Chief Steward	
1 Chief Mate	1 1/A Engineer	1 Steward	
2 Mates	1 2nd/A Engineer		
2 Ordinary Seamen	2 3rd/A Engineers		
1 O/S Porter	1 Junior Engineer		
	2 Oilers		
	1 Wiper		

4. Decrease IBU manning levels Friday, 30 October 2020 to:

Deck	Engine	Stewards	Pursers
1 Master	1 Chief Engineer		
1 Chief Mate	1 1/A Engineer	1 Steward	
2 Mates	1 2nd/A Engineer		
2 Ordinary Seamen	2 3rd/A Engineers		
1 O/S Porter	1 Junior Engineer		
	2 Oilers		
	1 Wiper		

5. Increase IBU manning levels Saturday, 31 October 2020 to:

Deck	Engine	Stewards	Pursers
1 Master	1 Chief Engineer		
1 Chief Mate	1 1/A Engineer	2 Stewards	
2 Mates	1 2nd/A Engineer		
2 Ordinary Seamen	2 3rd/A Engineers		
1 O/S Porter	1 Junior Engineer		
	2 Oilers		
	1 Wiper		

6. Decrease IBU manning levels Friday, 27 November 2020 to:

Deck	Engine	Stewards	Pursers
1 Master	1 Chief Engineer		
1 Chief Mate	1 1/A Engineer	1 Steward	
2 Mates	1 2nd/A Engineer		
2 Ordinary Seamen	2 3rd/A Engineers		
1 O/S Porter	1 Junior Engineer		
	2 Oilers		
	1 Wiper		

7. Increase IBU manning levels Monday, 30 November 2020 to:

Deck	Engine	Stewards	Pursers
1 Master	1 Chief Engineer	1 Chief Steward	
1 Chief Mate	1 1/A Engineer	1 Steward	
2 Mates	1 2nd/A Engineer		
2 Ordinary Seamen	2 3rd/A Engineers		
1 O/S Porter	1 Junior Engineer		
	2 Oilers		
	1 Wiper		

8. Increase IBU manning levels Monday, 25 January 2021 to:

Deck	Engine	Stewards	Pursers
1 Master	1 Chief Engineer	1 Chief Steward	1 Chief Purser
1 Chief Mate	1 1/A Engineer	1 2nd Steward	1 Sr. Purser
2 Mates	1 2nd/A Engineer	1 Storekeeper	1 Jr. Purser
1 Bos'n	2 3rd/A Engineers	1 Chief Cook	
4 Able Bodied Seamen	1 Junior Engineer	2 2nd Cooks	
2 Ordinary Seamen	2 Oilers	2 A/2nd Cook	
2 O/S Porters	1 Wiper	1 Head BR	
2 Watchmen		2 Mess Stewards	
		1 Cashier	
		1 Dishwasher	
		1 Night Utility	
		6 Stewards	

9. Increase MM&P manning levels Sunday, 31 January 2021 to:

Deck	Engine	Stewards	Pursers
1 Master	1 Chief Engineer	1 Chief Steward	1 Chief Purser
1 Chief Mate	1 1/A Engineer	1 2nd Steward	1 Sr. Purser
1 2nd Mate	1 2nd/A Engineer	1 Storekeeper	1 Jr. Purser
1 3rd Mate	2 3rd/A Engineers	1 Chief Cook	
1 Extra Mate	1 Junior Engineer	2 2nd Cooks	
1 Bos'n	2 Oilers	2 A/2nd Cook	
4 Able Bodied Seamen	1 Wiper	1 Head BR	
2 Ordinary Seamen		2 Mess Stewards	
2 O/S Porters		1 Cashier	
2 Watchmen		1 Dishwasher	
		1 Night Utility	
		6 Stewards	

10. Increase IBU manning levels Saturday, 06 February 2021 to:

Deck	Engine	Stewards	Pursers
1 Master	1 Chief Engineer	1 Chief Steward	1 Chief Purser
1 Chief Mate	1 1/A Engineer	1 2nd Steward	1 Sr. Purser
1 2nd Mate	1 2nd/A Engineer	1 Storekeeper	1 Jr. Purser
1 3rd Mate	2 3rd/A Engineers	1 Chief Cook	
1 Extra Mate	1 Junior Engineer	2 2nd Cooks	
1 Bos'n	2 Oilers	2 A/2nd Cook	
4 Able Bodied Seamen	1 Wiper	1 Head BR	
2 Ordinary Seamen		2 Mess Stewards	
2 O/S Porters		1 Cashier	
2 Watchmen		1 Dishwasher	
		1 Night Utility	
		7 Stewards	

11. Add Pilot on Wednesday, 24 February 2021.

Cc: Captain John Falvey, General Manager (via email)
Captain Tony Karvelas, Operations Manager (via email)
Mr. Matthew McLaren, Business Dev. Manager (via email)
Ms. Lily Albecker, Budget Analyst (via email)
Captain Umeko Seaver, Port Captain (via email)
Captain Kevin Staples, Port Captain (via email)
Mr. Hakan Sebcioglu, Port Steward (via email)
Ms. Denise Pooler, Passenger Services Inspector (via email)
Terminal Operations Management (via e-mail)
Ms. Kerri Traudt, Scheduling Coordinator (via email)
Ms. Aprill Gass, Licensed Dispatcher (via email)
Ms. Deborah Porter, Dispatch Supervisor (via email)
Mr. Daniel Benson, Unlicensed Dispatcher (via email)
Mr. Craig Bisson, Unlicensed Dispatcher (via email)
Ms. Leslie Brewer, Administrative Officer II (via email)
Ms. Vendula Cadiente, Administrative Assist. II (via email)
Ms. Julia Scarzella, Accounting Tech II (via email)
Ms. Christen Harrington, Environmental Spec IV (via email)
Ms. Linda Hall, Office Assistant I (via email)
Master, AMHS Vessels (via email)
Chief Mate, AMHS Vessels (via email)
Chief Engineer, AMHS Vessels (via email)
Chief Purser, AMHS Vessels (via email)
Chief Steward, AMHS Vessels (via email)
Mr. Cisco Flores, Marine Engineering Manager (via email)
Mr. Tom Carey, Port Engineer (via email)
Mr. Bill Gann, Port Engineer (via email)
Ms. Nicole Lamanna, Vessel Construction Mgr I (via email)
Mr. Wayne Phillips, Vessel Construction Mgr III (via email)
Mr. Ward Mace, Facilities Mgr (via email)
Ms. Shanna Burns, Human Resources (via email)
Mr. Matthew Cabrigas, Technical Services (via email)
Ms. Diane Anderson, Finance (via email)
Mr. Nino Bohulano, Finance (via email)
Mr. Don Owens, SE Warehouse (via email)
Ms. Cherish Petrenchak, Procurement (via email)
Ms. Suzanna Lessard, Procurement (via email)
Mr. William Miller, ISM Coordinator (via email)
Ms. Amy Wilson, Training Coordinator (via email)
IT Network Specialists (via email)
Labor Relations (via email)
Ms. Danielle Doyle, Dev Spec II, (via email)
Ms. Hannah Hamberg, Publications Specialist III (via email)
Mr. Rex Hallman, Research Analyst (via email)
MM&P - Seattle
IBU - Juneau/Ketchikan
MEBA - Seattle